



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Highfield Park Visitor Centre
Hill End Lane
St Albans AL4 0RA

Village Office
83 High Street
Colney Heath
Hertfordshire AL4 0NS

Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

MINUTES OF THE COLNEY HEATH PARISH COUNCIL MEETING THURSDAY 7 FEBRUARY 2019, 7.30pm CHARLES MORRIS HALL, TYTTENHANGER

Members in attendance	
Cllr Cook (Chair) Cllr Crump (Vice-Chair) Cllr Hathaway Cllr Grant	Cllr Devi Cllr Ouzman Cllr Barnes Clerk of the Council, L. Chaplin
Other attendees	
County Councillor Gordon County Councillor Hale District Councillor Brazier Mike Rawlins Neighbourhood Plan Project Officer (voluntary) 3 members of the public	

193/19	APOLOGIES AND ANNOUNCEMENTS Apologies have been received from Cllr Solts (work commitments), Cllr Nash (illness) these apologies were noted and accepted. The Chair advised members that a closed session to this meeting was anticipated. The Chair also mentioned the celebration he attended with the Clerk of the Earthworks on Wheels this morning a van part funded with a grant from CHPC.
194/19	DECLARATIONS OF INTEREST It was noted that Cllr Solts had a pecuniary interest in item 199c on this agenda. There were interests disclosed by Cllr Devi as a member of the Conservative Party and Cllr Cook regarding his interim contract with Hertfordshire County Council Estates Department providing cover for a maternity absence providing support to School and Children's Services.
195/19	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL a) Minutes of 10 January 2019 Members were asked for any further amendments for accuracy, Cllr Crump was thanked for his email regarding a couple of typos and these had been corrected. Changes were made as discussed. Minute references with tape times were noted by Cllr Hathaway - Page 328 Item 186/19f where the meeting agreed that the word <i>positive</i> was removed and replaced with <i>no negative</i> . Page 328 payment 245 was amended from 4174.30 to £174.30. Page 329 189/19 a sentence was removed. The Chair made these and initialled the changes to the minutes which were unanimously agreed to be a true and accurate reflection of the meeting and were duly proposed by Councillor Hathaway and seconded by Councillor Crump. b) Matters Arising Paper 195/19b was noted.
196/19	QUESTIONS FROM THE PUBLIC <i>7.41pm Standing Orders were suspended so the public could ask questions or make statements to the Council.</i>



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	A representative asked whether the Clerk had been acting on Council authority or on their own when attempting to stop a recent grant awarded to the football club for works to the building. Members asked for clarity of the grant, it was noted this was awarded as a Community Landfill Grant given for replacement of the boiler and heating system. The Chair expressed disappointment at not hearing from the football club prior to the works being required. The Chair explained that the Clerk had been acting on a request made by a Councillor who asked to obtain details of the works proposed. The Chair welcomed the grant and advised the works would require a formal licence for alterations and landlords consent, which is not to unreasonably withheld. A member of the public raised a previous issue of the Tyttenhanger green bus shelter which was still in a state of disrepair. It was noted that this was an ongoing matter of insurance and would require a meeting to be held with interested parties at Charles Morris Hall to discuss the way forward. County Councillor Gordon reminded the council that she had allocated some funds from her locality budget to this bus shelter, this was noted by the Clerk as being held for this purpose. Cllr Ouzman would like wooden bus shelters to be preserved. <i>7.52pm Standing Orders were resumed.</i>
197/19	REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES a) County Councillors County Councillor Gordon and County Councillor Hale were thanked for their cross party working on a number of issues but especially with regards to Ellenbrook. This covered the s106 agreement, proposals for 11,100 dwellings on a major part of the site and Gravel extraction for over 30 years on almost the all of the remainder <u>County Councillor Gordon</u> noted that she had also allocated £500 of her locality budget to Earthworks for future planting. Any feedback for Phil King on highways matters would be useful. Cllr Cook gave some local feedback to the meeting, he would confirm these points by email. <u>County Councillor Hale</u> noted the A414 consultation and Ellenbrook petition. He had been contacted by one of the drivers involved in the Smallford bridge accident. Cllr Crump asked if the SiD (Speed Indicator Device) was working at the 414. It was confirmed that this was working but that there were limits set for it to be active. b) District Councillors <u>District Councillor Brazier</u> noted in planning that - The application at Sleafshyde Farm required further comment, when asked for his opinion on the area requiring comment, he advised that the whole conversion was not well planned and there was no infrastructure to support the development, this had not been called in yet. - Station Road had been refused but that no supporting letters were read out so the appeal would now progress, and representations would be read. - Radio Nurseries was going to Planning Referrals Committee. Other items to note were that the residents of Tollgate Road had contacted the District Councillor to request a SiD for their road and secondly that DC Brazier had been nominated by the District Council to lead on Ellenbrook. The Chair asked if details of the basis of the nomination could be supplied by Cllr Brazier



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	c) Police and Crime No report received. d) Highfield Park Trust Nothing to report. e) Village Hall Council An agreement had been reached and was being drawn up. It was hoped that the agreement would be available for signing at the next Council meeting. A note of congratulations had been sent on the recent successful application for a new kitchen and works to the Community Room in the amount of just over £28k. The works would take place over Summer 2019.
198/19	<u>PLANNING - LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS</u> <u>The Council reiterates it is not the Planning Authority, merely a consultee.</u> a) All applications listed on the agenda were noted and the following applications were referenced it was RESOLVED that no comments would be made on the following applications – 5/2018/3364, 5/2018/3383, 5/2019/0031, 5/2018/3237, 5/2019/0030, 5/2019/0079, 5/2019/0092. It was RESOLVED unanimously comments would be made on the following applications: 5/2019/0034, 5/2019/0038 & 5/2019/0152 Sleepshyde Farm, AL4 0SE The Clerk was delegated to make comments objecting to this application and making reference to the technical aspects of this application, referring to green belt policies applying and being in a conservation area. The Council raised concerns over losing such an important building and the potential damage to a building and area of historical importance. There were also concerns on parking for amenities. ACTION: Clerk Two other applications were received PL/0067/19 and 5/2018/3157 both received with a deadline of 6 March 2019 which would miss the next meeting deadline. Delegated authority was given to Cllrs Crump and Grant to look at the applications and make representation on behalf of the Council with comments prior to the deadline. ACTION: Cllrs Crump & Grant b) Update on NPSG and Local Plans There was no further update. c) A414 consultation – Response to Hertfordshire County Council The Neighbourhood Plan Project Officer (voluntary) provided a further bound document of the previously circulated draft to each Councillor along with a map and sheet for discussion on comments. Cllr Crump had raised some comments on cycleways. A discussion followed. Cllr Crump and Mike Rawlins were delegated to discuss and agree comments with regard cycleways. The report was deemed excellent by all members and County Councillor Gordon thanked Mike Rawlins for sharing such a beneficial document. Mike would submit the final response by the deadline of 25th February 2019. 20.27pm District Councillor Brazier and two members of the public left the meeting <i>MTC</i>



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199/19	FINANCE, PAYMENTS, AUDIT & GOVERNANCE
	a) BACS payments. There were some minor changes made to the payment authorisation sheet which along with associated invoices and authorisation sheets were then duly signed and inspected by Cllr Crump and Grant. There was a question regarding the payment and scheduling of progress of the treatment of Japanese Knotweed. The RFO responded and information was contained within the invoice. Payments were proposed by Cllr Barnes and seconded by Cllr Ouzman, therefore payments numbered 255 to 279 in the amount of £28,648.23 and an Inter Account Transfer (IAT) of £10,839.98 were authorised for BACS payment and transfer on Thursday 14th February 2019 – payments are listed within these minutes. b) Q3 Budget analysis Paper 199b was noted by members with no questions. It was noted that the next Finance Committee meeting would be at 8.45pm – 10pm on Thursday 21st February 2019 to be held in the Atrium of Highfield Park Trust offices. c) CCTV review update It was reported that it had not been possible to arrange a meeting at a time convenient for those Councillors who had expressed an interest in reviewing the CCTV quotes further. The Clerk raised concerns that after the last Council meeting a number of questions regarding governance of this process had been raised by email. The Chair confirmed that any questions should be raised in the public forum and if members did not feel they could ask questions in an open session then a closed session discussion would be available to them. After a robust discussion, and as members did not wish to ask questions in public session, the Chair suggested that an open and honest debate on this matter should be held in closed session. This was accepted by the meeting. Cllr Devi wished to review the previous resolution and would like to raise a motion. The Clerk advised Cllr Devi a motion would need to be raised in writing and in advance.

Payments Approved for BACS – Thursday 14 th February 2019		
Ref. No	Payment To	£ inc. VAT
255 - 259	Staff related payments noted below, paid Friday 21 st December 2018	6146.45
260	EON – Electricity Oct-Dec	53.96
261	Highfield Park Trust – Hire of Meeting Rooms/Electricity	319.35
262	SA Law – Professional fees	1,026.60
263	Photocopier – quarterly fee, leaflet production Hertsmere/NP	515.93
264	Colney Heath School – room hire	60.00
265	Perfect Ground Solutions – Japanese Knotweed treatments	648.00
266	TBS Hygiene – Dog & Litter, Waste Collections	464.16
267	G Stayton – Bus Shelter Cleaning December	135.00

Handwritten signature/initials



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268	Direct Shredding & Recycling Ltd – Bulk Shredding	143.22
269	Finance Officer Expenses (prev 243)	12.00
270	SLCC Regional Training, Clerk	96.00
271	Peter Fleming – Webmaster	22.50
272	CP Associates – HR Consultancy	275.50
273	Debenhams Ottaway – professional fees	4356.60
274	Highfield Park Trust – S106 SADC Pathways Project	10,839.98
275	Village Hall Council – Rent Village Parish Office	2,532.98
276	SADC Daylight Club – Community Bus Hire – Q3	288.00
277	Herts Full Stop – Stationery	98.20
278	Clerk Expenses	33.97
279	HPT Community Event – Wassailing 2019	498.65
DD	BT Mobile Rental	24.00
DD	Bank Charges	9.20
DD	Bank Charges	6.48
DD	Herts & Middlesex Wildlife Trust Membership 2019/20	40.00

Staff Salaries January 2019 (BACS)

Clerk/RFO	£6146.45
Finance Officer	
Common Ranger	
HMRC Payment – Month 10	
LGPS Pension Contributions – Month 10	

CHPC Income

Date	Received from	Amount
07/12/18	Colney Heath Football Club – Rent payment for pavilion	500.00
24/01/18	Closed Cemetery Interest 2017	323.49
24/01/18	Closed Cemetery Interest 2018	330.41
28/01/18	Community Landfill Grant – Roestock MUGA	17,500.00

200/19 BUILDINGS & ASSETS

a) High Street Pavilion & OAR Shelter

In response to a chaser email sent by the Clerk CHFC confirmed in their response that after a meeting held on 16th January 2019 the Club are in the process of finding alternative premises for their property held in the old air raid shelter and require more time to complete this task. Members asked how much time was needed, the Clerk confirmed that this had not been investigated further. Legal privilege will prevent this matter being further discussed in open session as this could prejudice the position of this Council.

The only other item that can be raised here in public is receipt of an incomplete request this week for an open music event in June 2019. Clerk will respond requesting a full event analysis and other documents. The Council agreed to defer decision on permission until the requested documents are presented in full.

RAZ



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	b) Roestock Park Hut Legally privileged documents received were required to be discussed in closed session. c) Charles Morris Hall Meeting mentioned not yet been organised. d) Horseshoe Field No further update. e) Gloucester Park No further update. f) The Common and associated assets Legal privilege required discussion in closed session.
201/19	LEGAL MATTERS QUARTERLY UPDATE All items in the report presented included ongoing legal matters that if discussed in public may prejudice the position of this Council, therefore the report and certain legally privileged documents would be discussed in closed session. The report was noted.
202/19	ENVIRONMENT COMMITTEE Paper 202 was noted by Council. The enclosed minutes of the meeting cancelled on 23rd January and subsequently held on 29th January 2019 were noted by Council. Councillor Ouzman declared an interest in this item. The Environment Committee had suggested that letters confirming both the mapping of the Common and also the parking restrictions regarding Common Land be sent to all 71 properties that share a border with the Common to be sent by the Clerk. This was unanimously RESOLVED. ACTION: Clerk <i>20.52pm A member of the public left the meeting.</i> The Common Strategy was presented to Council. The Chair thanked Cllr Crump for his significant contribution to getting this document to Council. It was proposed by Cllr Crump and seconded by Cllr Ouzman that the strategy be adopted by the Council. It was unanimously RESOLVED. It was noted that the next meeting of the Environment Committee will be 28th February 2019 in the Atrium of HPT Office.
203/19	PARISH ADMINISTRATION a) Clerk Report Clerk would like to note the following: - Request for meeting recording from Full Council January 2019 - Safety issue raised with CMH playground – resolved within same day, MoP was mistaken, and this was confirmed by Clerk and installer - Technical matters raised with HP speed cameras – resolved with the help of CC Gordon - Memorial benches have been ordered and will be delivered within 3-4 weeks. Two different styles were ordered, and a further discount was negotiated by the Clerk one will be immediately installed into HPT and the other be placed outside the HPT office pending CH village installation. - Bollards have been ordered and will be installed in Roestock Park, Gloucester Park and at the Common. A total of 64 bollards are being installed at a cost of £8,673.28 and the majority of the already approved funding for this will come from ear marked reserves as agreed by Council in previous meetings.



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	• FOI received regarding the overseeing of CMH by the Council. • Installation of clothing bank on Council land at High Street Recreation Ground by Salvation Army hopefully over half term. Proceeds are split between charity and Parish Council therefore increasing income. • Interest payments received for 2017 & 2018 for closed graveyard at St Marks. • Permission requested to use Roestock Park for Easter Play in Parks by SADC 1Life. • Email received complaining about parking on verges in Meadway, CH Village – SADC parking hotline 01727 845283. • Email received regarding flytipping at end of Roestock Lane and the parking of business vehicles in Bullens Green Lane – reported to North Mymms Parish Council and Welwyn Hatfield Council, provided details for local District Councillor. • Community Safety Strategy Partnership 2019/20 consultation circulated to members by email and placed on social media. • Review of Parliamentary Boundaries and Polling Districts received will be circulated by email. • Invitation to the Mayors Civic Banquet 29th March circulated by email. • Email regarding yellow line painting in Firwood Avenue referred to CC Hale. • Attended event at Earthworks for unveiling of grant funded van with CHPC logo. b) HR & Staff Matters Nothing to report.
204/19	MATTERS NOTED FOR FUTURE MEETINGS None raised.
205/19	The Council RESOLVED under the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential or commercial nature of the business to be transacted.

There was a short comfort break from 9.03pm – 9.16pm

L Chaplin
Clerk to the Council
Drafted 11/02/2019

Signed by Chair of Council
Cllr Peter Cook
21st March 2019



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MINUTES OF THE COLNEY HEATH PARISH COUNCIL MEETING THURSDAY 7 FEBRUARY 2019, 9.16pm (Private Session) CHARLES MORRIS HALL, TYTTENHANGER

Members in attendance	
Cllr Cook (Chair) Cllr Crump (Vice-Chair) Cllr Hathaway Cllr Grant	Cllr Devi Cllr Ouzman Cllr Barnes Clerk of the Council, L. Chaplin

CLOSED SESSION commenced 9.16pm	
205/19	1. Legal Report Report 205/19 was accepted and discussed. The following points were noted: - When completed a note should be sent to J Clemow to thank him for his efforts in resolving this matter. - It was unanimously RESOLVED for the Clerk to be delegated to continue to protect the land and assets of the Council, continuing with action as recommended by legal advisers Debenhams Ottaway. Three further resolutions were made by Council. 2. CCTV There was a lengthy and robust debate on the governance and transparency of this process. The Clerk explained the process to all members. A member requested a debate away from the Council. The Clerk had to remind members of the CHPC Code of Conduct. The debate continued and no resolution or consensus could be reached. A member verbally confirmed they were resigning from the Council and left the meeting. Another member also verbally resigned and left the meeting. It was proposed by the Chairman and unanimously RESOLVED to defer any decision on the installation of CCTV to after the election of the new Council in May 2019.

Meeting closed at 10.13pm

L Chaplin
Clerk to the Council
Drafted 11/02/2019

Leif Cook
21/03/2019

Signed by Chair of Council
Cllr Peter Cook
21st March 2019

LAEC